



## GENERAL SERVICES ADMINISTRATION

### Federal Supply Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!™**, a menu-driven database system. The INTERNET address for **GSA Advantage!™** is: <http://www.GSAAdvantage.gov>.

#### Multiple Award Schedule (MAS)

Federal Supply Group: Professional Services

Contract Number: 47QRAA19D002E

For more information on ordering from Federal Supply Schedules  
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: 12/22/2018 – 12/21/2023

MOD A821 dated 23 June 2020

**Contractor:** GRYPHON MARINE LLC  
A GRYPHON TECHNOLOGIES COMPANY  
4600 VILLAGE AVE  
NORFOLK, VA 23502

**Business Size:** Large Business

**Telephone:** 757-763-6612  
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**Web Site:** [www.gryphontechnologies.com](http://www.gryphontechnologies.com)  
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**Contract Administration:** Francesco Anderson

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## **CUSTOMER INFORMATION:**

**1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	Recovery	SIN Description
541330ENG	Yes	Engineering Services
541380	Yes	Testing Laboratory Services
541420	Yes	Engineering System Design and Integration Services
541715	Yes	Engineering Research and Development and Strategic Planning
OLM	Yes	Order-Level Materials

**1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**

**1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**

**2. Maximum Order:** Orders may exceed this amount, however, Gryphon is not obligated to honor any order for a combination of items in excess of \$1,000,000.

Special Item Number	Maximum Order
541330ENG	\$1,000,000
541380	\$250,000
541420	\$1,000,000
541715	\$1,000,000
OLM	\$250,000

**3. Minimum Order:** \$100.00

**4. Geographic Coverage (delivery Area):** Domestic and Overseas

**5. Point(s) of production (city, county, and state or foreign country):** Same as company address

**6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted).

**7. Quantity discounts:** 2.0% for Task orders over \$250K

**8. Prompt payment terms:** 1.0% 10 Days Net 30 days, Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

**9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes

**9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept

**10. Foreign items (list items by country of origin):** None

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- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address(es):** 3811 North Fairfax Drive, Suite 400, Fairfax, VA 22203.
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).**
- 25. Data Universal Numbering System (DUNS) number:** 097833248

**26. Notification regarding registration in System for Award Management (SAM) database:** Registered

**27. Final Pricing:**

The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

## **SPECIAL ITEM NUMBERS APPROVED BY GSA**

A full description of each awarded SIN and examples of the types of work covered by the SIN are provided in the following paragraphs.

### **541330ENG ENGINEERING SERVICES**

Services include: applying physical laws and principles of engineering in the design, development, and utilization of machines, materials, instruments, processes, and systems. Services may involve any of the following activities: provision of advice, concept development, requirements analysis, preparation of feasibility studies, preparation of preliminary and final plans and designs, provision of technical services during the construction or installation phase, inspection and evaluation of engineering projects, and related services.

NOTE: Services under this SIN cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2, or construction services as defined in FAR Parts 2 and 36.

### **541380 TESTING LABORATORY SERVICES**

Includes testing laboratory services and veterinary, natural, and life sciences; testing services and laboratories; and other professional, scientific, and technical consulting services.

Testing and services include, but are not limited to: physical, chemical, analytical, or other testing services; quality assurance; fire safety inspections; training; safety audits; relying upon experimental, empirical, quantifiable data, relying on the scientific method, and professional services, tasks, and labor categories in the fields of biology, chemistry, physics, earth sciences, atmospheric science, oceanography, materials sciences, mathematics, geology, astronomy, veterinary medicine, statistics, systems science, etc., (excludes social and behavioral sciences).

Examples of labor categories include, but are not limited to, Scientific Researchers, Biologists, Physicists, Mathematicians, Statisticians, Research Engineers, Meteorologists, Lab Technicians, Veterinarians and Veterinary Services, Chemists, Biochemical Engineers, Research Nurses.

### **541420 ENGINEERING SYSTEM DESIGN AND INTEGRATION SERVICES**

Services include creating and developing designs and specifications that optimize the use, value, and appearance of their products. These services can include determination of the materials, construction, mechanisms, shape, color, and surface finishes of the product, taking into consideration human characteristics and needs, safety, market appeal, and efficiency in production, distribution, use, and maintenance.

Associated tasks include, but are not limited to computer-aided design, e.g. CADD, risk reduction strategies and recommendations to mitigate identified risk conditions, fire modeling, performance-based design reviews, high level detailed specification and scope preparation, configuration, management and document control, fabrication, assembly and simulation, modeling, training, consulting, analysis of single or multi spacecraft missions and mission design analysis.

NOTE: Services under this NAICs cannot include architect-engineer services as defined in the Brooks Act and FAR Part 2 or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

An implementation guide for Space launch Integration Services (SLIS) can be found at [www.gsa.gov/psschedule](http://www.gsa.gov/psschedule) - click on "Professional Engineering Solutions".

## **541715 ENGINEERING RESEARCH AND DEVELOPMENT AND STRATEGIC PLANNING**

Service include conducting research and experimental development (except nanotechnology and biotechnology research and experimental development) in the physical, engineering and life sciences such as; such as agriculture, electronics, environmental, biology, botany, computers, chemistry, food, fisheries, forests, geology, health, mathematics, medicine, oceanography, pharmacy, physics, veterinary and other allied subjects.

### **OLM ORDER-LEVEL MATERIALS**

Order-Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not To Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract, other direct costs (separate from those under ODC SINs), and indirect costs. OLMs are purchased under the authority of the FSS Program and are not "open market items." Items awarded under ancillary supplies/services or other direct cost (ODC) SINs are not OLMs. These items are defined, priced, and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed. Ancillary supplies/services and ODC SINs are for use under all order type CLINs (Fixed-Price (FP), T&M, and LH), whereas the Order-Level Materials SIN is only authorized for use under T&M and LH order CLINs. The Order-Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order-Level Materials. Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.



## SERVICES PRICE LIST

Labor Categories Pricing

Item	SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
1	541330ENG, 541380, 541420, 541715	Drafter IV**	Both	\$101.19	\$103.21	\$105.28	\$107.38	\$109.53
2	541330ENG, 541380, 541420, 541715	Junior Architect	Both	\$59.79	\$60.99	\$62.21	\$63.45	\$64.72
3	541330ENG, 541380, 541420, 541715	Architect I	Both	\$82.79	\$84.45	\$86.14	\$87.86	\$89.62
4	541330ENG, 541380, 541420, 541715	Architect V	Both	\$170.18	\$173.59	\$177.06	\$180.60	\$184.21
5	541330ENG, 541380, 541420, 541715	Architect III	Both	\$119.59	\$121.98	\$124.42	\$126.91	\$129.45
6	541330ENG, 541380, 541420, 541715	Project Manager I	Both	\$87.39	\$89.14	\$90.92	\$92.74	\$94.60
7	541330ENG, 541380, 541420, 541715	Engineering Technician V**	Both	\$91.99	\$93.83	\$95.71	\$97.62	\$99.57
8	541330ENG, 541380, 541420, 541715	Drafter I**	Both	\$57.49	\$58.64	\$59.82	\$61.01	\$62.23
9	541330ENG, 541380, 541420, 541715	Programmer V	Both	\$149.49	\$152.48	\$155.52	\$158.64	\$161.81
10	541330ENG, 541380, 541420, 541715	Drafter III**	Both	\$82.79	\$84.45	\$86.14	\$87.86	\$89.62
11	541330ENG, 541380, 541420, 541715	Project Engineer III	Both	\$124.19	\$126.67	\$129.21	\$131.79	\$134.43
12	541330ENG, 541380, 541420, 541715	Drafter V**	Both	\$103.49	\$105.56	\$107.67	\$109.82	\$112.02
13	541330ENG, 541380, 541420, 541715	Designer I**	Both	\$66.69	\$68.03	\$69.39	\$70.78	\$72.19
14	541330ENG, 541380, 541420, 541715	Architect II	Both	\$98.89	\$100.87	\$102.89	\$104.94	\$107.04
15	541330ENG, 541380, 541420, 541715	Mechanical Engineer V	Both	\$165.58	\$168.90	\$172.27	\$175.72	\$179.23
16	541330ENG, 541380, 541420, 541715	Electrical Engineer I	Both	\$82.79	\$84.45	\$86.14	\$87.86	\$89.62
17	541330ENG, 541380, 541420, 541715	Electrical Engineer II	Both	\$98.89	\$100.87	\$102.89	\$104.94	\$107.04
18	541330ENG, 541380, 541420, 541715	Electrical Engineer III	Both	\$119.59	\$121.98	\$124.42	\$126.91	\$129.45
19	541330ENG, 541380, 541420, 541715	Drafter II**	Both	\$68.99	\$70.37	\$71.78	\$73.22	\$74.68
20	541330ENG, 541380, 541420, 541715	Technical Writer IV**	Both	\$121.89	\$124.33	\$126.81	\$129.35	\$131.94
21	541330ENG, 541380, 541420, 541715	Data Specialist I	Both	\$64.03	\$65.31	\$66.62	\$67.95	\$69.31
22	541330ENG, 541380, 541420, 541715	Data Specialist II	Both	\$90.88	\$92.70	\$94.56	\$96.45	\$98.38
23	541330ENG, 541380, 541420, 541715	Test Engineer II	Both	\$94.29	\$96.18	\$98.10	\$100.06	\$102.06
24	541330ENG, 541380, 541420, 541715	Data Processor I**	Both	\$39.10	\$39.88	\$40.68	\$41.49	\$42.32
25	541330ENG, 541380, 541420, 541715	Designer III**	Both	\$94.29	\$96.18	\$98.10	\$100.06	\$102.06
26	541330ENG, 541380, 541420, 541715	Data Processor III**	Both	\$50.60	\$51.61	\$52.64	\$53.69	\$54.77
27	541330ENG, 541380, 541420, 541715	Technical Writer I**	Both	\$66.69	\$68.03	\$69.39	\$70.78	\$72.19
28	541330ENG, 541380, 541420, 541715	Project Engineer V	Both	\$160.98	\$164.20	\$167.49	\$170.84	\$174.25
29	541330ENG, 541380, 541420, 541715	Technical Writer III**	Both	\$98.89	\$100.87	\$102.89	\$104.94	\$107.04
30	541330ENG, 541380, 541420, 541715	Project Engineer IV	Both	\$142.59	\$145.44	\$148.35	\$151.31	\$154.34
31	541330ENG, 541380, 541420, 541715	Clerical Assistant I**	Both	\$48.30	\$49.26	\$50.25	\$51.25	\$52.28
32	541330ENG, 541380, 541420, 541715	Clerical Assistant II**	Both	\$55.19	\$56.30	\$57.42	\$58.57	\$59.74
33	541330ENG, 541380, 541420, 541715	Clerical Assistant III**	Both	\$68.99	\$70.37	\$71.78	\$73.22	\$74.68
34	541330ENG, 541380, 541420, 541715	Data Specialist III	Both	\$108.53	\$110.70	\$112.92	\$115.17	\$117.48
35	541330ENG, 541380, 541420, 541715	Architect IV	Both	\$140.29	\$143.09	\$145.95	\$148.87	\$151.85
36	541330ENG, 541380, 541420, 541715	Project Engineer I	Both	\$85.09	\$86.79	\$88.53	\$90.30	\$92.11
37	541330ENG, 541380, 541420, 541715	Project Engineer II	Both	\$101.19	\$103.21	\$105.28	\$107.38	\$109.53
38	541330ENG, 541380, 541420, 541715	Mechanical Engineer I	Both	\$80.49	\$82.10	\$83.74	\$85.42	\$87.13
39	541330ENG, 541380, 541420, 541715	Technical Writer II**	Both	\$80.49	\$82.10	\$83.74	\$85.42	\$87.13
40	541330ENG, 541380, 541420, 541715	Systems Analyst II	Both	\$91.99	\$93.83	\$95.71	\$97.62	\$99.57
41	541330ENG, 541380, 541420, 541715	Electrical Engineer IV	Both	\$140.29	\$143.09	\$145.95	\$148.87	\$151.85
42	541330ENG, 541380, 541420, 541715	Logistics Specialist II	Both	\$75.89	\$77.41	\$78.96	\$80.54	\$82.15
43	541330ENG, 541380, 541420, 541715	Test Engineer I	Both	\$80.49	\$82.10	\$83.74	\$85.42	\$87.13
44	541330ENG, 541380, 541420, 541715	Logistics Specialist IV	Both	\$114.99	\$117.29	\$119.63	\$122.03	\$124.47
45	541330ENG, 541380, 541420, 541715	Clerical Assistant IV**	Both	\$78.19	\$79.76	\$81.35	\$82.98	\$84.64
46	541330ENG, 541380, 541420, 541715	Logistics Technician II**	Both	\$69.24	\$70.63	\$72.04	\$73.48	\$74.95
47	541330ENG, 541380, 541420, 541715	Logistics Technician III**	Both	\$88.13	\$89.90	\$91.69	\$93.53	\$95.40
48	541330ENG, 541380, 541420, 541715	Logistics Manager I	Both	\$131.09	\$133.71	\$136.38	\$139.11	\$141.89
49	541330ENG, 541380, 541420, 541715	Systems Analyst I	Both	\$71.29	\$72.72	\$74.17	\$75.66	\$77.17
50	541330ENG, 541380, 541420, 541715	Test Engineer V	Both	\$151.79	\$154.82	\$157.92	\$161.08	\$164.30
51	541330ENG, 541380, 541420, 541715	Systems Analyst III	Both	\$108.09	\$110.25	\$112.46	\$114.71	\$117.00
52	541330ENG, 541380, 541420, 541715	Analyst I	Both	\$66.69	\$68.03	\$69.39	\$70.78	\$72.19
53	541330ENG, 541380, 541420, 541715	Analyst II	Both	\$75.89	\$77.41	\$78.96	\$80.54	\$82.15
54	541330ENG, 541380, 541420, 541715	Logistics Specialist III	Both	\$96.59	\$98.52	\$100.49	\$102.50	\$104.55
55	541330ENG, 541380, 541420, 541715	Data Processor II**	Both	\$43.70	\$44.57	\$45.46	\$46.37	\$47.30
56	541330ENG, 541380, 541420, 541715	Analyst III	Both	\$96.59	\$98.52	\$100.49	\$102.50	\$104.55
57	541330ENG, 541380, 541420, 541715	Programmer II	Both	\$98.89	\$100.87	\$102.89	\$104.94	\$107.04
58	541330ENG, 541380, 541420, 541715	Programmer III	Both	\$121.89	\$124.33	\$126.81	\$129.35	\$131.94
59	541330ENG, 541380, 541420, 541715	Logistics Technician IV**	Both	\$105.73	\$107.85	\$110.00	\$112.20	\$114.45
60	541330ENG, 541380, 541420, 541715	Program Manager I	Both	\$91.99	\$93.83	\$95.71	\$97.62	\$99.57



61	541330ENG, 541380, 541420, 541715	Programmer IV	Both	\$133.39	\$136.05	\$138.78	\$141.55	\$144.38
62	541330ENG, 541380, 541420, 541715	Mechanical Engineer II	Both	\$98.89	\$100.87	\$102.89	\$104.94	\$107.04
63	541330ENG, 541380, 541420, 541715	Project Manager III	Both	\$160.98	\$164.20	\$167.49	\$170.84	\$174.25
64	541330ENG, 541380, 541420, 541715	Mechanical Engineer IV	Both	\$140.29	\$143.09	\$145.95	\$148.87	\$151.85
65	541330ENG, 541380, 541420, 541715	Project Manager II	Both	\$114.99	\$117.29	\$119.63	\$122.03	\$124.47
66	541330ENG, 541380, 541420, 541715	Engineering Technician I**	Both	\$52.89	\$53.95	\$55.03	\$56.13	\$57.26
67	541330ENG, 541380, 541420, 541715	Engineering Technician II**	Both	\$64.39	\$65.68	\$67.00	\$68.34	\$69.70
68	541330ENG, 541380, 541420, 541715	Logistics Specialist I	Both	\$66.69	\$68.03	\$69.39	\$70.78	\$72.19
69	541330ENG, 541380, 541420, 541715	Engineering Technician IV**	Both	\$80.49	\$82.10	\$83.74	\$85.42	\$87.13
70	541330ENG, 541380, 541420, 541715	Electrical Engineer V	Both	\$170.18	\$173.59	\$177.06	\$180.60	\$184.21
71	541330ENG, 541380, 541420, 541715	Program Manager II	Both	\$126.49	\$129.02	\$131.60	\$134.23	\$136.91
72	541330ENG, 541380, 541420, 541715	Program Manager III	Both	\$170.18	\$173.59	\$177.06	\$180.60	\$184.21
73	541330ENG, 541380, 541420, 541715	Programmer I	Both	\$75.89	\$77.41	\$78.96	\$80.54	\$82.15
74	541330ENG, 541380, 541420, 541715	Mechanical Engineer III	Both	\$119.59	\$121.98	\$124.42	\$126.91	\$129.45
75	541330ENG, 541380, 541420, 541715	Logistics Technician I**	Both	\$60.85	\$62.07	\$63.31	\$64.57	\$65.86
76	541330ENG, 541380, 541420, 541715	Designer II**	Both	\$73.59	\$75.06	\$76.57	\$78.10	\$79.66
77	541330ENG, 541380, 541420, 541715	Test Engineer III	Both	\$114.99	\$117.29	\$119.63	\$122.03	\$124.47
78	541330ENG, 541380, 541420, 541715	Test Engineer IV	Both	\$135.69	\$138.40	\$141.17	\$143.99	\$146.87
79	541330ENG, 541380, 541420, 541715	Engineering Technician III**	Both	\$71.29	\$72.72	\$74.17	\$75.66	\$77.17

### Service Contract Labor Standards (SCLS) Matrix

SCLS Eligible Labor Category	SCLS Equivalent Code Title	Wage Determination No
Engineering Technician I	30081 Engineering Technician I	2015-4281
Engineering Technician II	30082 Engineering Technician II	2015-4281
Engineering Technician III	30083 Engineering Technician III	2015-4281
Engineering Technician IV	30084 Engineering Technician IV	2015-4281
Engineering Technician V	30085 Engineering Technician V	2015-4281
Drafter I	30061 Drafter/CAD Operator I	2015-4281
Drafter II	30062 Drafter/CAD Operator II	2015-4281
Drafter III	30063 Drafter/CAD Operator III	2015-4281
Drafter IV	30064 Drafter/CAD Operator IV	2015-4281
Drafter V	30064 Drafter/CAD Operator IV	2015-4281
Designer I	30082 Engineering Technician II	2015-4281
Designer II	30083 Engineering Technician III	2015-4281
Designer III	30085 Engineering Technician V	2015-4281
Data Processor I	1051 Data Entry Operator I	2015-4281
Data Processor II	1052 Data Entry Operator II	2015-4281
Data Processor III	1052 Data Entry Operator II	2015-4281
Technical Writer I	30461 Technical Writer I	2015-4281
Technical Writer II	30462 Technical Writer II	2015-4281
Technical Writer III	30463 Technical Writer III	2015-4281
Technical Writer IV	30463 Technical Writer III	2015-4281
Clerical Assistant I	1111 General Clerk I	2015-4281
Clerical Assistant II	1112 General Clerk II	2015-4281
Clerical Assistant III	1113 General Clerk III	2015-4281
Clerical Assistant IV	1313 Secretary III	2015-4281
Logistics Technician I	30081 Engineering Technician I	2015-4281
Logistics Technician II	30082 Engineering Technician II	2015-4281
Logistics Technician III	30083 Engineering Technician III	2015-4281
Logistics Technician IV	30084 Engineering Technician IV	2015-4281

The Service Contract Labor Standard (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (\*\*) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

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## **LABOR CATEGORY QUALIFICATIONS**

### **INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES LABOR CATEGORY / POSITION DESCRIPTIONS**

#### **EQUIVALENT EDUCATION / EXPERIENCE**

The personnel labor categories offered under this contract are listed in this section. All personnel must meet the minimum education and experience level shown for a particular labor category. Resumes will be provided to the GSA Contracting Officer or user Agency upon request.

The following presents the allowable equivalent education / experience substitutions:

- PhD or JD adds Ten (10) years of experience
- Master's Degree adds Seven (7) years of experience
- Bachelor's Degree adds Four (4) years of experience
- Associates Degree adds Two (2) years of experience
- Registration or Certification adds Three (3) years of experience

For a Bachelor's Degree: Five (5) years of directly relevant experience substitutes for individuals with a minimum of Ten (10) years of experience

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#### **Program Manager I**

##### **Minimum / General Experience:**

4 years experience in a related field

##### **Functional Responsibility:**

Responsible for all aspects of program performance including technical, contract, budget, schedule, administrative and financial parameters. Consults with customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show project progress to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all tasks, and assumes the initiative and provides guidance to support personnel.

##### **Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

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#### **Program Manager II**

##### **Minimum / General Experience:**

7 years experience in a related field

##### **Functional Responsibility:**

Responsible for all aspects of program performance including technical, contract, budget, schedule, administrative and financial Responsible for all aspects of program performance including technical, contract, budget, schedule, administrative and financial parameters. Consults with customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show project progress to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all tasks, and assumes the initiative and provides guidance to support personnel.

##### **Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

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#### **Program Manager III**

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**Minimum / General Experience:**

10 years experience in a related field

**Functional Responsibility:**

Responsible for all aspects of program performance including technical, contract, budget, schedule, administrative and financial. Responsible for all aspects of program performance including technical, contract, budget, schedule, administrative and financial parameters. Consults with customer to ensure conformity to contractual obligations, establishes and maintains technical and financial reports to show project progress to management and customers, organizes and assigns responsibilities to subordinates, oversees the successful completion of all tasks, and assumes the initiative and provides guidance to support personnel.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Project Manager I**

**Minimum / General Experience:**

2 years experience in a related field

**Functional Responsibility:**

Responsible for all aspects of project performance. Provides cross-functional direction to all project assigned activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Directs the completion of tasks within estimated time frames and budget constraints.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Project Manager II**

**Minimum / General Experience:**

5 years experience in a related field

**Functional Responsibility:**

Responsible for all aspects of project performance. Provides cross-functional direction to all project assigned activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Directs the completion of tasks within estimated time frames and budget constraints.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Project Manager III**

**Minimum / General Experience:**

15 years experience in a related field

**Functional Responsibility:**

Responsible for all aspects of project performance. Provides cross-functional direction to all project assigned activities and personnel. Solves complex technical, administrative, and managerial problems and is responsible for

interfacing with customer management and technical personnel, preparing reports, delivering presentations, and participating in meetings. Directs the completion of tasks within estimated time frames and budget constraints.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Project Engineer I**

**Minimum / General Experience:**

0 years experience in a related field

**Functional Responsibility:**

Responsible for all aspects of project performance including technical, contractual, administrative, and financial parameters. Manages and supervises personnel involved in all aspects of project activity. Organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Communicates with the customer to ensure all efforts are completed to customer requirements.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Project Engineer II**

**Minimum / General Experience:**

2 years experience in a related field

**Functional Responsibility:**

Responsible for all aspects of project performance including technical, contractual, administrative, and financial parameters. Manages and supervises personnel involved in all aspects of project activity. Organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Communicates with the customer to ensure all efforts are completed to customer requirements.

Bachelor's Degree in an associated discipline or equivalent.

---

**Project Engineer III**

**Minimum / General Experience:**

4 years experience in a related field

**Functional Responsibility:**

Responsible for all aspects of project performance including technical, contractual, administrative, and financial parameters. Manages and supervises personnel involved in all aspects of project activity. Organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Communicates with the customer to ensure all efforts are completed to customer requirements.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Project Engineer IV**

**Minimum / General Experience:**

7 years experience in a related field

**Functional Responsibility:**

Responsible for all aspects of project performance including technical, contractual, administrative, and financial parameters. Manages and supervises personnel involved in all aspects of project activity. Organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Communicates with the customer to ensure all efforts are completed to customer requirements.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Project Engineer V**

**Minimum / General Experience:**

10 years experience in a related field

**Functional Responsibility:**

administrative, and financial parameters. Manages and supervises personnel involved in all aspects of project activity. Organizes and assigns responsibilities to subordinates, and oversees the successful completion of all assigned tasks. Communicates with the customer to ensure all efforts are completed to customer requirements.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Junior Architect**

**Minimum / General Experience:**

0 years experience in a related field

**Functional Responsibility:**

Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

---

**Architect I**

**Minimum / General Experience:**

2 years experience in a related field

**Functional Responsibility:**

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Architect II**

**Minimum / General Experience:**

4 years experience in a related field

**Functional Responsibility:**

Responsible for assisting with technical aspects of project performance. Provides periodic progress reports to management highlighting problem areas where applicable. Performs highly complex designs/studies. Directs and/or participates in advanced system design analysis efforts. Investigates, interprets and evaluates system designs and recommends specific modifications/solutions on known or anticipated problem areas. Exercises independent judgment and creativity in solving problems at all levels of systems analysis and design definition.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Architect III**

**Minimum / General Experience:**

7 years experience in a related field

**Functional Responsibility:**

Responsible for assisting with technical aspects of project performance. Provides periodic progress reports to management highlighting problem areas where applicable. Performs highly complex designs/studies. Directs and/or participates in advanced system design analysis efforts. Investigates, interprets and evaluates system designs and recommends specific modifications/solutions on known or anticipated problem areas. Exercises independent judgment and creativity in solving problems at all levels of systems analysis and design definition.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Architect IV**

**Minimum / General Experience:**

10 years experience in a related field

**Functional Responsibility:**

Performs complex designs/studies. Directs and/or participates in complex advanced system design analysis efforts. Investigates, interprets and evaluates complex system designs and recommends specific modifications/solutions on known or anticipated problem areas. Exercises independent judgment and creativity in solving complex problems at all levels of systems analysis and design definition. Provides guidance to staff and clients on vessel production and construction processes, contractual and legal issues pertaining to vessel acquisition and repair projects, and regulatory body issues.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Architect V**

**Minimum / General Experience:**

15 years experience in a related field

**Functional Responsibility:**

Performs complex designs/studies. Directs and/or participates in complex advanced system design analysis efforts. Investigates, interprets and evaluates complex system designs and recommends specific modifications/solutions on known or anticipated problem areas. Exercises independent judgment and creativity in solving complex problems at all levels of systems analysis and design definition.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Electrical Engineer I**

**Minimum / General Experience:**

0 years experience in a related field

**Functional Responsibility:**

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

---

**Electrical Engineer II**

**Minimum / General Experience:**

2 years experience in a related field

**Functional Responsibility:**

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Electrical Engineer III**

**Minimum / General Experience:**

4 years experience in a related field

**Functional Responsibility:**

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Electrical Engineer IV**

**Minimum / General Experience:**



7 years experience in a related field

**Functional Responsibility:**

Responsible for assisting with technical aspects of project performance. Performs electrical engineering designs/studies. Directs and/or participates in electrical engineering design and analysis. Provides monthly progress reports to management highlighting problem areas where applicable.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Electrical Engineer V**

**Minimum / General Experience:**

10 years experience in a related field

**Functional Responsibility:**

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Mechanical Engineer I**

**Minimum / General Experience:**

0 years experience in a related field

**Functional Responsibility:**

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

---

**Mechanical Engineer II**

**Minimum / General Experience:**

2 years experience in a related field

**Functional Responsibility:**

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Mechanical Engineer III**

**Minimum / General Experience:**

4 years experience in a related field

**Functional Responsibility:**

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Mechanical Engineer IV**

**Minimum / General Experience:**

7 years experience in a related field

**Functional Responsibility:**

Responsible for assisting with technical aspects of project performance. Performs mechanical designs/studies. Directs and/or participates in mechanical engineering design and analysis. Provides monthly progress reports to management highlighting problem areas where applicable.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Mechanical Engineer V**

**Minimum / General Experience:**

10 years experience in a related field

**Functional Responsibility:**

Responsible for project performance (technical and administrative). Performs technical projects as assigned by supervisor. Generates progress reports to management and provides recommendation on technical issues as required.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Engineering Technician I\*\***

**Minimum / General Experience:**

0 years experience in a related field

**Functional Responsibility:**

Performs data gathering, data collection and analysis. Generates reports, presentations, drawings, and other engineering deliverables that meet customer requirements and expectations. Build, test and troubleshoot equipment.

**Minimum Education:**

High School graduate or GED equivalent.

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**Engineering Technician II\*\***

**Minimum / General Experience:**

2 years experience in a related field

**Functional Responsibility:**

Performs data gathering, data collection and analysis. Generates reports, presentations, drawings, and other engineering deliverables that meet customer requirements and expectations. Build, test and troubleshoot equipment.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Engineering Technician III\*\***

**Minimum / General Experience:**

4 years experience in a related field

**Functional Responsibility:**

Generates reports, presentations, drawings, and other engineering deliverables that meet customer requirements and expectations. Build, test and troubleshoot equipment.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Engineering Technician IV\*\***

**Minimum / General Experience:**

7 years experience in a related field

**Functional Responsibility:**

Performs data gathering, data collection and analysis. Generates reports, presentations, drawings, and other engineering deliverables that meet customer requirements and expectations. Build, test and troubleshoot equipment.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Engineering Technician V\*\***

**Minimum / General Experience:**

10 years experience in a related field

**Functional Responsibility:**

Performs data gathering, data collection and analysis. Generates reports, presentations, drawings, and other engineering deliverables that meet customer requirements and expectations. Build, test and troubleshoot equipment.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Drafter I\*\***

**Minimum / General Experience:**

0 years experience in a related field

**Functional Responsibility:**

Develops design drawings. Works with engineer or technician to generate schematics, assembly and detailed design and parts lists in accordance with specifications. Performs updates/modifications to existing drawings as directed. Ensures that all drawings are properly annotated to specifications.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Drafter II\*\***

**Minimum / General Experience:**

2 years experience in a related field

**Functional Responsibility:**

Develops design drawings. Works with engineer to generate schematics, assembly and parts lists in accordance with applicable specifications. Performs updates/modifications to existing drawings. Ensures that all drawings are properly annotated to appropriate specifications.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Drafter III\*\***

**Minimum / General Experience:**

4 years experience in a related field

**Functional Responsibility:**

Develops design drawings. Works with engineer or technician to generate schematics, assembly and detailed design and parts lists in accordance with specifications. Performs updates/modifications to existing drawings as directed. Ensures that all drawings are properly annotated to specifications.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Drafter IV\*\***

**Minimum / General Experience:**

7 years experience in a related field

**Functional Responsibility:**

Develops design drawings. Works with engineer to generate schematics, assembly and parts lists in accordance with applicable specifications. Performs updates/modifications to existing drawings. Ensures that all drawings are properly annotated to appropriate specifications.

**Minimum Education:**

High School graduate or GED equivalent.

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---

**Drafter V\*\***

**Minimum / General Experience:**

10 years experience in a related field

**Functional Responsibility:**

Develops design drawings. Works with engineer or technician to generate schematics, assembly and detailed design and parts lists in accordance with specifications. Performs updates/modifications to existing drawings as directed. Ensures that all drawings are properly annotated to specifications.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Designer I**

**Minimum / General Experience:**

0 years of related work experience.

**Functional Responsibility:**

Works with engineer and develops design schematics, assembly and parts lists in accordance with applicable specifications. Performs updates/modifications to existing drawings. Reviews draftsman developed drawings for conformance with specifications. Ensures that all drawings are properly annotated to appropriate specifications.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Designer II**

**Minimum / General Experience:**

2 years of related work experience.

**Functional Responsibility:**

Works with engineer develops design schematics, assembly and detailed design and parts lists in accordance with specifications. Performs updates/modifications to existing drawings as directed. Reviews draftsman developed drawings for conformance with specifications. Ensures that all drawings are properly annotated to specifications.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Designer III**

**Minimum / General Experience:**

4 years of related work experience.

**Functional Responsibility:**

Works with engineer develops design schematics, assembly and parts lists in accordance with applicable specifications. Performs updates/modifications to existing drawings. Reviews draftsman developed drawings for conformance with specifications. Ensures that all drawings are properly annotated to appropriate specifications.

**Minimum Education:**

High School graduate or GED equivalent.

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### Programmer I

**Minimum / General Experience:**

0 years of related work experience.

**Functional Responsibility:**

Assist with the analysis of information requirements. Aid in the evaluation of problems with workflow, organization, and planning and help in the development of appropriate corrective action

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

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### Programmer II

**Minimum / General Experience:**

2 years of related work experience.

**Functional Responsibility:**

Participate in the design of related software tools and subsystems to support reuse and domain analysis. Assist Applications Engineer and Applications Programmer to interpret related software requirements and design specifications to code, and integrate and test software components.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

### Programmer III

**Minimum / General Experience:**

4 years of related work experience.

**Functional Responsibility:**

Analyze functional related applications and design specifications for functional areas such as records, logistics, and contracts. Develop block diagrams and logic flow charts. Translate detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Prepare required documentation, including both program-level and user-level documentation. Enhance related software to reduce operating time or improve efficiency. Provide technical direction to programmers to ensure program deadlines are met. Experience in information system design, including application programming on large-scale DBMS and the development of complex software to satisfy design objectives.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

### Programmer IV

**Minimum / General Experience:**

7 years of related work experience.

**Functional Responsibility:**

Analyze functional related applications and design specifications for functional areas such as records, logistics, and contracts. Develop block diagrams and logic flow charts. Translate detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Prepare required documentation, including both program-level and user-level documentation. Enhance related software to reduce operating time or improve efficiency. Provide technical direction to programmers to ensure program deadlines are met. Experience in information system design, including application programming on large-scale DBMS and the development of complex software to satisfy design objectives.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Programmer V**

**Minimum / General Experience:**

10 years of related work experience.

**Functional Responsibility:**

Analyze functional related applications and design specifications for functional areas such as records, logistics, and contracts. Develop block diagrams and logic flow charts. Translate detailed design into computer software. Test, debug, and refine the computer software to produce the required product. Prepare required documentation, including both program-level and user-level documentation. Enhance related software to reduce operating time or improve efficiency. Provide technical direction to programmers to ensure program deadlines are met. Experience in information system design, including application programming on large-scale DBMS and the development of complex software to satisfy design objectives.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Data Specialist I**

**Minimum / General Experience:**

0 years of related work experience.

**Functional Responsibility:**

Designs and analyzes relational databases and visual information management applications, including engineering data, specifications, historical information, and graphics.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Data Specialist II**

**Minimum / General Experience:**

2 years of related work experience.

**Functional Responsibility:**

Designs and analyzes relational databases and visual information management applications, including engineering data, specifications, historical information, and graphics.

**Minimum Education:**

High School graduate or GED equivalent.



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### Data Specialist III

**Minimum / General Experience:**

5 years of related work experience.

**Functional Responsibility:**

Designs and analyzes relational databases and visual information management applications, including engineering data, specifications, historical information, and graphics.

**Minimum Education:**

High School graduate or GED equivalent.

---

### Data Processor I\*\*

**Minimum / General Experience:**

0 years of related work experience.

**Functional Responsibility:**

Provides data entry into established database programs, templates and database routines. Works on PCs, workstations and computer system mainframes. Reviews data entry to ensure that data is accurate and complete.

**Minimum Education:**

High School graduate or GED equivalent.

---

### Data Processor II\*\*

**Minimum / General Experience:**

2 years of related work experience.

**Functional Responsibility:**

Provides data entry into established database programs, templates and database routines. Works on PCs, workstations and computer system mainframes. Reviews data entry to ensure that data is accurate and complete.

**Minimum Education:**

High School graduate or GED equivalent.

---

### Data Processor III\*\*

**Minimum / General Experience:**

5 years of related work experience.

**Functional Responsibility:**

Provides data entry into established database programs, templates and database routines. Works on PCs, workstations and computer system mainframes. Reviews data entry to ensure that data is accurate and complete.

**Minimum Education:**

High School graduate or GED equivalent.

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**Technical Writer I\*\***

**Minimum / General Experience:**

0 years of related work experience.

**Functional Responsibility:**

Creates and publishes technical documentations and manuals. Collects and interprets technical data or information and coordinates layout for publication.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

---

**Technical Writer II\*\***

**Minimum / General Experience:**

2 years of related work experience.

**Functional Responsibility:**

Creates and publishes technical documentations and manuals. Collects and interprets technical data or information and coordinates layout for publication.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

---

**Technical Writer III\*\***

**Minimum / General Experience:**

4 years of related work experience.

**Functional Responsibility:**

Creates and publishes technical documentations and manuals. Collects and interprets technical data or information and coordinates layout for publication.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

---

**Technical Writer IV\*\***

**Minimum / General Experience:**

7 years of related work experience.

**Functional Responsibility:**

Creates and publishes technical documentations and manuals. Collects and interprets technical data or information and coordinates layout for publication. Requires a bachelor's degree. Typically reports to a manager. A specialist on complex technical and business matters. Work is highly independent. May assume a team lead role for the work group.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

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**Clerical Assistant\*\***

**Minimum / General Experience:**

0 years of related work experience.

**Functional Responsibility:**

Provides administrative support in a variety of functions to an individual, team, department, or other group in an organization. Collects, reviews and analyzes data, and prepares reports, charts, budgets and other presentation materials. Responds to or routes routine inquiries from external or internal sources with standard correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities. Has basic word processing, spreadsheet and graphics software skills.

**Minimum Education:**

High School graduate or GED equivalent.

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**Clerical Assistant II\*\***

**Minimum / General Experience:**

2 years of related work experience.

**Functional Responsibility:**

Provides administrative support in a variety of functions to an individual, team, department or another group in an organization. Collects, reviews and analyzes data and prepares reports, charts, budgets, and other presentation materials. Responds to or routes routine inquiries from external or internal sources with own correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities. May be responsible for creating reports and distributing on a regular schedule. Has advanced word processing, spreadsheet, and graphics software skills.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Clerical Assistant III\*\***

**Minimum / General Experience:**

4 years of related work experience.

**Functional Responsibility:**

Provides administrative support in a variety of functions to a department head, team, department or another group in an organization. Collects, reviews, analyzes complex and/or confidential data and prepares reports, charts, budgets, and other presentation materials. Responds to or routes non-routine or confidential inquiries from external or internal sources with correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities. Has advanced word processing, spreadsheet, and graphics software skills.

**Minimum Education:**

High School graduate or GED equivalent.

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**Clerical Assistant IV\*\***

**Minimum / General Experience:**

7 years of related work experience.

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**Functional Responsibility:**

Provides administrative support in a variety of functions to a department head, team, department or another group in an organization. Collects, reviews, analyzes complex and/or confidential data and prepares reports, charts, budgets, and other presentation materials. Responds to or routes non-routine or confidential inquiries from external or internal sources with correspondence or other messaging. Schedules and coordinates meetings, travel, and other group activities. Has advanced word processing, spreadsheet, and graphics software skills.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Test Engineer I****Minimum / General Experience:**

0 years of related work experience.

**Functional Responsibility:**

Performs complex SE and/or TPS engineering activities for execution on automatic test equipment. Capable of exercising independent judgment and creativity in solving complex hardware and software engineering problems. Has thorough understanding of both test system and equipment/system operation.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Test Engineer II****Minimum / General Experience:**

2 years of related work experience.

**Functional Responsibility:**

Performs complex SE and/or TPS engineering activities for execution on automatic test equipment. Capable of exercising independent judgment and creativity in solving complex hardware and software engineering problems. Has thorough understanding of both test system and equipment/system operation.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Test Engineer III****Minimum / General Experience:**

4 years of related work experience.

**Functional Responsibility:**

Performs complex SE and/or TPS engineering activities for execution on automatic test equipment. Capable of exercising independent judgment and creativity in solving complex hardware and software engineering problems. Has thorough understanding of both test system and equipment/system operation.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Test Engineer IV**

**Minimum / General Experience:**

7 years of related work experience.

**Functional Responsibility:**

Performs complex SE and/or TPS engineering activities for execution on automatic test equipment. Capable of exercising independent judgment and creativity in solving complex hardware and software engineering problems. Has thorough understanding of both test system and equipment/system operation.

Bachelor's Degree in an associated discipline or equivalent.

---

**Test Engineer V**

**Minimum / General Experience:**

10 years of related work experience.

**Functional Responsibility:**

Performs complex SE and/or TPS engineering activities for execution on automatic test equipment. Capable of exercising independent judgment and creativity in solving complex hardware and software engineering problems. Has thorough understanding of both test system and equipment/system operation.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

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**Logistics Manager I**

**Minimum / General Experience:**

5 years of related work experience.

**Functional Responsibility:**

Performs highly technical logistic support functions for existing, new or emerging systems. Has thorough understanding of logistic support requirement to meet customer needs. Interacts with other functional groups in engineering, production, manufacturing to ensure all aspects of system design are addressed. Develops procedures to record and track data to facilitate internal management reviews and project activities, and ensures effective data flow on the project.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Logistics Specialist I**

**Minimum / General Experience:**

0 years of related work experience.

**Functional Responsibility:**

Performs highly technical logistic support functions for new and emerging systems. Has thorough understanding of logistics support requirement to meet customer needs. Interacts with other functional groups in engineering, production, manufacturing to ensure all aspects of system design are addressed. Develops procedures to record and track data to facilitate internal management reviews and project activities, and ensures effective data flow on the project.

---

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Logistics Specialist II**

**Minimum / General Experience:**

2 years of related work experience.

**Functional Responsibility:**

Performs highly technical logistic support functions for new and emerging systems. Has thorough understanding of logistics support requirement to meet customer needs. Interacts with other functional groups in engineering, production, manufacturing to ensure all aspects of system design are addressed. Develops procedures to record and track data to facilitate internal management reviews and project activities, and ensures effective data flow on the project.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Logistics Specialist III**

**Minimum / General Experience:**

4 years of related work experience.

**Functional Responsibility:**

Performs highly technical logistic support functions for new and emerging systems. Has thorough understanding of logistics support requirement to meet customer needs. Interacts with other functional groups in engineering, production, manufacturing to ensure all aspects of system design are addressed. Develops procedures to record and track data to facilitate internal management reviews and project activities, and ensures effective data flow on the project.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Logistics Specialist IV**

**Minimum / General Experience:**

7 years of related work experience.

**Functional Responsibility:**

Performs highly technical logistic support functions for new and emerging systems. Has thorough understanding of logistics support requirement to meet customer needs. Interacts with other functional groups in engineering, production, manufacturing to ensure all aspects of system design are addressed. Develops procedures to record and track data to facilitate internal management reviews and project activities, and ensures effective data flow on the project.

**Minimum Education:**

Bachelor's Degree in an associated discipline or equivalent.

---

**Logistics Technician I\*\***

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**Minimum / General Experience:**

0 years of related work experience.

**Functional Responsibility:**

Assists in the preparation and maintenance of stock records, property data and source documentation; assists in establishing stock control levels and determines point when items requisitioned are required. Purchases equipment, services, and materials for contracts, acquires material bids from vendors for proposals, evaluates vendors and prices, maintains vendor files; tracks and expedites purchase requests and purchase orders.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Logistics Technician II\*\***

**Minimum / General Experience:**

2 years of related work experience.

**Functional Responsibility:**

Assists in the preparation and maintenance of stock records, property data and source documentation; assists in establishing stock control levels and determines point when items requisitioned are required. Purchases equipment, services, and materials for contracts, acquires material bids from vendors for proposals, evaluates vendors and prices, maintains vendor files; tracks and expedites purchase requests and purchase orders.

**Minimum Education:**

High School graduate or GED equivalent.

---

**Logistics Technician III\*\***

**Minimum / General Experience:**

4 years of related work experience.

**Functional Responsibility:**

Maintains records, configuration management data, property registers and formal source documentation. Establishes controls and determines at which time items must be requisitioned to maintain appropriate inventory levels; controls all requisitioned items and stocked items with proper procurement identification. Determines status on repairable items with respect to rework, salvage, or final disposition; maintains and tracks all vendor files; tracks and expedites purchase requests and purchase orders.

**Minimum Education:**

High School graduate or GED equivalent.

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**Logistics Technician IV\*\***

**Minimum / General Experience:**

7 years of related work experience.

**Functional Responsibility:**

Maintains records, configuration management data, property registers and formal source documentation. Establishes controls and determines at which time items must be requisitioned to maintain appropriate inventory levels; controls all requisitioned items and stocked items with proper procurement identification. Determines status on repairable



items with respect to rework, salvage, or final disposition; maintains and tracks all vendor files; tracks and expedites purchase requests and purchase orders.

**Minimum Education:**

High School graduate or GED equivalent.

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**Systems Analyst I**

**Minimum / General Experience:**

0 years of related work experience.

**Functional Responsibility:**

Performs routine business analysis using various techniques, e.g. statistical analysis, explanatory and predictive modeling, data mining. Researches best practices and supports developing the solutions and recommendations for the current business operations. May work with the internal or external client to identify analytical requirements. May provide business data interpretation. May help to produce ad hoc data and reports. May assist in developing or implementing systems to capture business operation information.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

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**Systems Analyst II**

**Minimum / General Experience:**

2 years of related work experience.

**Functional Responsibility:**

Performs business analysis using various techniques, e.g. statistical analysis, explanatory and predictive modeling, data mining. Determines best practices and develops actionable insights and recommendations for the current business operations. Works directly with the internal or external client to identify analytical requirements. May help to produce ad hoc data and reports. May assist in implementing or developing systems to capture business operation information. May occasionally guide less experienced business data analysts.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

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**Systems Analyst III**

**Minimum / General Experience:**

4 years of related work experience.

**Functional Responsibility:**

Performs advanced business analysis using various techniques, e.g. statistical analysis, explanatory and predictive modeling, data mining. Determines best practices and develops actionable insights and recommendations for the current business operations or issues. Works closely with the internal or external client to identify analytical requirements. May handle special analytical projects as needed. May assist in implementing or developing systems to capture business operation information. May oversee the work of less experienced analysts.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

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### Analyst I

**Minimum / General Experience:**

0 years of related work experience.

**Functional Responsibility:**

Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Ensures rational distribution and delivery according to analysis report and tracking records.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

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### Analyst II

**Minimum / General Experience:**

2 years of related work experience.

**Functional Responsibility:**

Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Ensures rational distribution and delivery according to analysis report and tracking records.

**Minimum Education:**

Associates Degree in an associated discipline or equivalent.

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### Analyst III

**Minimum / General Experience:**

4 years of related work experience.

**Functional Responsibility:**

Enhances product workflow by analyzing and developing logistics plans that affect production, distribution, and inventory. Creates and reviews procedures for distribution and inventory management to maximize customer satisfaction and minimize cost. Ensures rational distribution and delivery according to analysis report and tracking records.

**Minimum Education:**

Bachelors Degree in an associated discipline or equivalent.

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\*\*The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (\*\*) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).